# **MEETING MINUTES – Design Project B Team 12**

| **Date of Meeting:** <21/03/2017> | **Location:** 1pm; Reid Library Gnd Floor **Chair: Steven Bardzovski** |
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| **Minutes Prepared By:** | Mark Mazzoni |
| 1. Purpose of Meeting | |
| Group meeting to review draft submissions for requirements analysis | |

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| 2. Attendance at Meeting | | | |
| Name | Department / Division | E-mail |
| Jessica Armstrong |  | [21149475@student.uwa.edu.au](mailto:21149475@student.uwa.edu.au) |
| Steven Bardzovski |  | [21121998@student.uwa.edu.au](mailto:21121998@student.uwa.edu.au) |
| Xiaobin Lin - **Absent** |  |  |
| Mark Mazzoni |  | [105511491@student.uwa.edu.au](mailto:105511491@student.uwa.edu.au) |
| Shaochen Wang |  | [21663809@student.uwa.edu.au](mailto:21663809@student.uwa.edu.au) |
| Jie Zhang |  | [21231118@student.uwa.edu.au](mailto:21231118@student.uwa.edu.au) |

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| 3. Meeting Agenda |
| **1. Team members provide summary of what they have done in the past week**   * Each team member to describe their current draft status |
| **2. Fixed format**   * There is a fixed format we have to use |
| **3. WriteSmart Drop-in for Requirements Analysis Draft Feedback**   * How was everyone’s experience with the write-smart drop-in? |
| **4. Technical questions**   * Any new TQs |
| **5. Mark to edit**   * Backup plans if takes too long? |
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| 4. Meeting Notes, Decisions, Issues |
| **Team Summaries**   * Steven: previous cases:   + research material is about mechanics of bore pumps   + Where to find POWER related material, rather than pump   + To seach use of off-grid power, not specifically for pumps * Mark   + Take team members through current draft; legislation lit review, how in depth to go? * Jess   + Native people in area?   + Power/interest matrix?   + Locals etc? * Shaochen   + By his estimate, section is done * Xiaobin   + Not in attendance, sections uploaded * Jie   + By his estimate, is done * **WriteSmart Drop-in for Requirements Analysis Draft Feedback** * No one has been to write smart…time limitations etc * **Requirements analysis due Friday** * Everyone agrees Mark can start edit Wednesday morning * All continue working up until midnight tonight * **Referencing issues** * Referencing, NO WIKIPEDIA * **TQs**   + No new TQs * **Backup Editing Plan**   + Only place likely to get stuck is creating additional content to improve document flow   + Team to pitch in, Mark will highlight which sections need more content |

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| 5. Action Items | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
| Drafts of requirements analysis complete and to Mark for edit | All | Tuesday 21/3 (today, midnight) | In progress |

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| 6. Next Meeting | | | | | | |
| *Date:* | | *Friday 24/03/2017* | *Time:* | *12 midday* | *Location:* | *Arts Seminar Room 5 (G05)* |
| *Agenda:* | Final read-through of report before submission, gear up for next assessment item. Revisit Gantt chart. | | | | | |